

MINUTES OF THE GRANGER-HUNTER IMPROVEMENT DISTRICT BOARD MEETING

The Meeting of the Board of Trustees of the Granger-Hunter Improvement District (GHID) was held Tuesday, September 26, 2023, at 3:00 P.M. at the District office located at 2888 S. 3600 W., West Valley City, Utah.

This meeting was conducted electronically in accordance with the Utah Open and Public Meetings Act (Utah Code Ann. (1953) §§ 52-4-1 et seq.) and Chapter 7.12 of the Administrative Policy and Procedures Manual (“Electronic Meetings”).

Trustees Present:

Debra Armstrong	Chair
Corey Rushton	Trustee
Roger Nordgren	Trustee

Staff Members Present:

Jason Helm	General Manager/Treasurer
Todd Marti	Assistant General Manager/District Engineer
Troy Stout	Assistant General Manager/Chief Operating Officer
Michelle Ketchum	Director of Administration
Dustin Martindale	Director of Water Systems
Ricky Necaie	Director of Wastewater
Victor Narteh	Director of Engineering
Justin Gallegos	Director of Information Technology
Austin Ballard	Controller/Clerk
Dakota Cambruzzi	Human Resource Manager - <i>Excused</i>
Kristy Johnson	Executive Assistant
Brent Rose	Legal Counsel – Clyde Snow & Sessions PC

Guests:

Wayne Watts	Community Member & Future Trustee
Jordan Pugmire	J-U-B Representative
Christina Osborn	J-U-B Representative
Adam Spackman	System Administrator, GHID - <i>Electronically</i>
Ian Bailey	GIS, GHID – <i>Electronically</i>
Darcy Brantly	Accountant, GHID – <i>Electronically</i>
Michael Wear	Fleet Manager, GHID – <i>Electronically</i>
Steve Starr	Water Systems Division Manager, GHID – <i>Electronically</i>

A copy of the exhibits referred to in these minutes is attached and incorporated by this reference. The exhibits are also included in the official minute books maintained by Granger-Hunter Improvement District.

CALL TO ORDER

At 3:00 P.M. Debra Armstrong called the meeting to order and recognized all those present.

Public Comments

There were none.

**Approval of the
August 15 & September
12, 2023
Board Meeting Minutes**

A motion to approve the Board Meeting Minutes from August 15 and September 12, 2023, was made by Roger Nordgren. Followed a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

Conflicts of interest

There were none.

**OUR COMMUNITY
Jordan Valley Water
Conservancy District
Review**

Jason Helm presented the Jordan Valley Water Conservancy District (JVWCD) review. Mr. Helm discussed the proposed revisions to the Rules & Regulations for Wholesale Water Service and noted JVWCD’s intention to discuss the topic in their October Board meeting. – See JVWCD Review attached to these minutes for details.

**Central Valley Water
Reclamation Facility
Review**

Mr. Helm presented the Central Valley Water Reclamation Facility (CVWRF) review. – See CVWRF Review attached to these minutes for details.

**OUR TEAM
Consider Approval of
Updated District
Administrative Policy &
Procedures Manual for
Surplus of District Real
Property**

Todd Marti asked the Board to consider approval of an updated District Administrative Policy and Procedures Manual for surplus of District real property. Corey Rushton made a motion to approve the update as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

**OUR OPERATIONS
Property Tax Timeline**

Austin Ballard presented and discussed the property tax timeline. The Board discussed the property tax increase process. Corey Rushton suggested a District long-term property tax strategy. – See Property Tax Timeline attached to these minutes for details.

**Consider Adoption of
Resolution 09-26-23.1
Intent to Cancel 2023
Election of One Trustee
Seat to Board of
Granger-Hunter
Improvement District**

Mr. Ballard asked the Board to consider approval of Resolution No. 09-26-23.1 Intent to Cancel the 2023 Election of One Trustee Seat to the Board of the Granger-Hunter Improvement District. Roger Nordgren made a motion to approve the resolution as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

Consider Approval of Agreement with Utah Department of Public Safety Utah Division of Emergency Management & Federal Emergency Management Agency for 2022 BRIC Granger-Hunter Improvement District Mitigation Plan

Mr. Ballard asked the Board to consider approval of management to enter into an agreement with Utah Department of Public Safety Utah Division of Emergency Management and Federal Emergency Management Agency for the 2022 BRIC Granger-Hunter Improvement District Mitigation Plan. Corey Rushton made a motion to approve the agreement as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

Review & Discuss Financial Report for August 2023

Mr. Ballard summarized the August 2023 Financial Report. Mr. Ballard noted water sales year-to-date are lower than expected. Mr. Ballard also discussed the overage in budgeted overtime and noted that open position expenditure savings will be used to offset those overtime overages. – See August 2023 Financial Report attached to these minutes for details.

Review & Discuss Paid Invoice Report for August 2023

Mr. Ballard discussed the August check report. The August check report totaled \$5,317,576.53 coming from five categories: Jordan Valley Water (32%), infrastructure (31%), Central Valley (19%), payroll taxes and employee benefits (9%), and other (9%). – See August 2023 Paid Invoice Report attached to these minutes for details.

Administrative Services Update

Michelle Ketchum presented the Administrative Services Update. Ms. Ketchum noted the Placemaking Committee’s participation in the West Valley City Summer Fest Night Out. – See Administrative Services Update attached to these minutes for details.

Water Maintenance Update

Troy Stout presented the water maintenance update. – See Water Maintenance Update report attached to these minutes for details.

Consider Approval for Purchase of Miscellaneous Water Works Parts from Ferguson Waterworks for District’s 2023 In-House Large Meter Replacement Projects

Mr. Stout asked the Board to consider approval for the purchase of miscellaneous water works parts for a total of \$77,426.75 from Ferguson Waterworks for the District’s 2023 in-house Large Meter Replacement Projects. Corey Rushton made a motion to approve the purchase as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

Wastewater Maintenance & Fleet Update

Mr. Stout presented the wastewater maintenance and fleet report. – See the Wastewater Maintenance and Fleet Update report attached to these minutes for details.

Claim Settlement Reporting for Sanitary Sewer Overflow that Occurred April 10, 2023

Mr. Stout presented the claim settlement reporting for a Sanitary Sewer Overflow that occurred April 10, 2023, in the amount of \$1,792.52. The current policy was discussed for possible updates.

Capital Projects Update

Todd Marti presented the Capital Projects update. – See Capital Projects Update attached to these minutes for details.

Consider Approval of Engineering Design Contract to J-U-B Engineers for 23I: Anderson GWTP Project

Mr. Marti asked the Board to consider approval of an engineering design contract to J-U-B Engineers for the 23I: Anderson GWTP project in the amount of \$749,800.00. Roger Nordgren made a motion to approve the contract as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

Engineering Department Update

Mr. Marti presented the Engineering Department update. – See Engineering Department Update attached to these minutes for details.

CLOSED SESSION

At 4:54 P.M., Corey Rushton made a motion to enter into a closed session to discuss pending or reasonably imminent litigation and to discuss the purchase, exchange, lease, or sale of real property. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

All Trustees; Jason Helm, General Manager; Todd Marti, Assistant General Manager; Troy Stout, Assistant General Manager; Brent Rose, District legal counsel; Justin Gallegos, Director of IT; and Austin Ballard, Controller, were present during closed session.

There was a short break before the closed session began at 5:08 p.m.

At 6:17 P.M., Debra Armstrong made a motion to end the closed session and enter back into an open session. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

PROPERTY SALES & PURCHASE

Consider Approval to Declare Surplus & Sell of Parcel at 1302 West 3100 South

Mr. Marti asked the Board to consider approval to declare surplus and sell of parcel at 1302 West 3100 South. Corey Rushton made a motion to postpone the surplus and sell of this property indefinitely. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

**Consider Approval to
Declare Surplus & Sell a
Portion of Well No. 1
Parcel at 1311 West
3300 South**

Mr. Marti asked the Board to consider approval to declare surplus and sell a portion of Well No. 1 parcel at 1311 West 3300 South. Corey Rushton made a motion to approve the surplus and sell as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

**Consider Approval to
Purchase a Parcel at
4700 South 6400 West
for Zone 1 Reservoir**

Mr. Marti asked the Board to consider approval to purchase a parcel 4700 South 6400 West for the Zone 1 Reservoir. Corey Rushton made a motion to approve the purchase as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

**BOARD MEMBERS
INPUT, REPORTS,
FOLLOW-UP ITEMS
OR QUESTIONS**

Corey Rushton commended the District’s water quality specialist, Brad Almond, for his work in the field. Debra Armstrong commended Michelle Ketchum and Troy Stout for their quick response to assist her and customers within the District.

ADJOURNED

Inasmuch as all agenda items have been satisfied, Roger Nordgren made a motion to adjourn the meeting. Following a second from Debra Armstrong, the motion passed as follows and the meeting adjourned at 6:23 P.M.

Armstrong – aye Rushton – aye Nordgren – aye

Debra K. Armstrong, Chair



Austin Ballard, Clerk


